



THE COMMONWEALTH OF MASSACHUSETTS
DEPARTMENT OF LABOR
DIVISION OF OCCUPATIONAL SAFETY
www.mass.gov/dos

INFORMATIONAL BULLETIN

CHECKLIST FOR SELECTING AN ASBESTOS CONTRACTOR

Once a determination is made to perform some kind of corrective action on damaged or deteriorating asbestos insulation, how does one determine whether an asbestos abatement contractor is qualified to safely perform the tasks? While there are many well-qualified, experienced and conscientious contractors performing this important and potentially hazardous work, there are, unfortunately, contractors who are neither experienced nor capable of safely removing asbestos from buildings.

At a minimum, prospective contractors must be licensed by the Division of Occupational Safety (DOS). This license ensures that the contractor has attended an approved asbestos abatement training course and is routinely monitored by our Health and Safety inspectors for safe work practices. A license alone does not ensure the quality of work. When selecting an asbestos contractor, it is suggested that you get at least four (4) or five (5) estimates before you make your selection. The following checklist is offered as a guideline to consider when selecting a contractor:

1. Contractor **MUST** submit evidence of licensure (i.e. license issued by the DOS with the contractors license number and expiration date on the front.)
2. Contractor **MUST** submit evidence that the job supervisor and worker have approved certifications (photo id's) issued by the DOS.
3. Contractor **MUST** submit proof of a workers compensation policy if he/she has employees.
4. Contractor should submit a list of references of individuals who can attest to the quality of the contractor's work.
5. Contractor should submit a list of prior abatement contracts, including the names, addresses, and telephone numbers of building owners for whom the projects were performed.
6. Contractor should provide a description of any asbestos projects which have been prematurely terminated, including the circumstances surrounding termination.
7. Contractor should provide a list of any contractual penalties which the contractor has paid for breach of contract, such as overruns of completion time.
8. Contractor should identify any citations levied by government agencies against him/her or the property owners by whom he was contracted, for violations relating to asbestos work, including the name or location of the project, the date(s), and how the allegations were resolved.
9. Contractor should submit a description of all legal proceedings, lawsuits, or claims which have been filed or levied against the contractor or any of the contractor's past or present employees for asbestos related activities.
10. The contractor violation history and license status with the Commonwealth can be verified by calling the Division of Occupational Safety.
11. The homeowner should always have/demand a written contract with the Asbestos contractor. Suggest payments made to the contractor be in three (3) installments:
 - A. 1/3 as a down payment
 - B. 1/3 when the job is completed
 - C. 1/3 after the owner receives the completion packet from the contractor.
12. The written contract should be specific as to the start date and completion date. The contract should specify that, if the contractor exceeds the completion date he will be penalized through a reduction in the amount owed to him. (example: 2/3 or 1/3 of the job remaining, contractor is late on end date, \$100.00 per day times the number of late days)

**THIS CHECKLIST SHOULD ONLY BE USED AS A GUIDELINE TO HELP IN THE SELECTION OF A LICENSED
QUALIFIED ASBESTOS CONTRACTOR AND BY NO MEANS SHOULD BE USED AS THE ONLY SELECTION
PROCESS OF AN ASBESTOS CONTRACTOR.**